

Coconino County Career Center

“Your Connection to the Workforce”

1-877-358-6714

www.coconino.az.gov/careercenter

928-679-7400

2625 N. King St Flagstaff AZ 86004

Employer Services

Rapid Response

AZ Enterprise Zone
Tax Credits

Job Fairs

Re-Employment Services

Job Search Workshops

Fast Track Training

Job Club & Computer Lab

Job Seeker Services

Job Search Tools

Internships and
On-the-Job Training Grants

Career Assessment

Summer Youth Employment

YouthBuild

Construction Training

College Certificate in
Green Building

Education

Independent Learning Center

Tuition & Book Costs

Internships Connected to
Academic Goals

Workforce Board

WorkKeys

JOBS 2010

Youth Council

Annual Teen Job Fairs

Your Connection to the Workforce

Coconino Career Center

Whether you are an employer looking for quality employees or a career seeker starting a job search, the Coconino County Career Center is the place for you. Programs offered in the Center are top notch and designed with both employers and job seekers in mind.

Come and visit our Center today and explore the possibilities!

Youth Services

Education and
employment training
for youth ages 16-18.

Services may include

- *Independent Learning Center
- *Internships
- *Leadership Opportunities
- *Summer Employment
- *Guidance & Counseling
- *Skills Training
- *Tutoring
- *Mentoring
- *GED Preparation
- *YouthBuild
- *Support Services
- *Post Program Support

Adult Services Job
training to reach your
career goal.

Services may include

- *Career Guidance
- *Computer Skills
- *Internships
- *Classroom Training/
Tuition
- *Job Search Club
- *Skills Assessment
- *Employment
Workshops



**Dislocated Worker /
Displaced
Homemaker Services**

Find another job or
train for a new
career.

Services may include

- *Update Employment Skills
- *Relocation Cost Assistance
- *Employment Seminars
- *Classroom Training /
Tuition
- *On the Job Training
- *Career Planning &
Guidance
- *Job Skills Assessment
- *Job Search Club
- *Computer Skills

The Indispensable Employee

This week the Career Center hosted a workshop highlighting how to keep yourself Indispensable at work. The workshop was a collaborative effort between premier employers supporting the mission of the Career Center to train individuals to take charge of their career success and to provide employers with quality employees, while meeting the challenge of a changing work environment. For a calendar of free, weekly workshops and seminars visit www.coconino.az.gov/careercenter.

Equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities.

GRADUATION....

A TIME FOR CHANGE

Awash in Nervous Anticipation

"My biggest fear is about what comes after graduation, I've made some really good friends over the past years. It will become harder to stay in touch."

Some seniors are torn between the hope and the fear of independence, and then there are those who are a little more enthused about being on their own. Which ever it is, the time is coming for us to celebrate with those who are completing their high school and college years.



Helpful Hints Before School Ends

- Enjoy your last traditions, don't let them be regrets.
- Use resources to explore employment and higher education opportunities.
- Visit school counselors, make the time.
- Separation anxiety is normal: don't dwell on it but make the best of the time you have.
- Significant relationships can and do survive, listen and support each other.

If you're not college-bound after high school, what are some of your alternatives?

Learn a Trade—If you have an interest in a particular trade, seek out jobs in the trade that will not only give you valuable experience but guide you toward advancement by helping with certifications or licenses you need to succeed.

Get a Job—Your goal should be to move away from the companies that typically hire teens for part-time work to employers that can provide a future. Also identify employers whose products or services interest you.

Volunteer—While you are trying to find your place in the world, why not spend those first few years after high school making a difference. Consider national programs such as AmeriCorps, which offers 17-24 year olds the chance to make a difference through a national network of programs throughout the United States.;

Travel—If all you can think about is getting out of town and exploring other parts of the world, traveling is a great way to experience other cultures, learn more about yourself, and equip yourself with cultural knowledge to apply in the global economy.

Join the Military—Joining the military offers you a chance to serve your country, make a career in the service, and /or earn money towards a future college education.

KEEP YOURSELF HEALTHY

MIND ~ BODY ~ SOUL

With the failing economy of today, many professionals find themselves laid-off, unemployed, after having dedicated the biggest part of their life to their career. Maintaining a healthy lifestyle, good habits and staying in a positive mindset are all necessary steps to an overall healthy life and will help you to gain the strength to go back on the job-hunting market.

First of all, it is essential to keep a positive attitude towards life, no matter how hard it might be. Keeping a positive mindset will allow you to not fall into depression-related habits.

Use the opportunity of having more time on your hands to start exercising, to eat healthier, to do all those little daily things that used to be a drag and transform them in a healthy routine that you can keep up every day. Keeping a routine of activities will help you resist the temptation of staying in pajamas in front of the television all day. Activities that can help you maintain a routine include, but are not limited to:

- Exercise
- Taking up a class (like yoga, for example)
- Reading, educating yourself
- Rediscovering a hobby, etc.
- Job Clubs

Consider your unemployment as an opportunity. Working the same job for 20 years might have made you accumulate a certain amount of stress. Use that opportunity to sleep in just a little bit more. Sleep deprivation is an important health condition. Sleeping a little more means you will wake up in a more positive mood.



Exercising and eating healthy will give you a better physical and mental health, which are two important attributes if you are thinking of going back on the job-hunting market.

Article quoted from Midlife Health Blog 5/18/09

A good laugh and a long sleep are the best cures in the Doctor's book.

—Irish Proverb

MAY 2010 CALENDAR

<http://twitter.com/CoconinoCareer>

SAT/SUN	MONDAY	TUESDAY	WED	THURSDAY	FRIDAY
1 2	3 Maximizing Your Application 2-3:30	4 Job Club 1- 2p Open Lab 3-4 Resume Tips 4-5p	5 Open Lab 11-12	6 ISA 8:30-10 Exec Job Club 10-10:45	7 Open Lab 10:00-12
8 9	10 Open Lab (Clients Only) 10:30-12 & 1:30-3	11 Job Club 1- 2p Surviving While Unemployed 2-3p Open Lab 3-4	12 Open Lab 11-12 Hidden Job Market 2-3p	13 Exec Job Club 10-10:45	14 Open Lab 10:00-12
15 16	17 Open Lab (Clients Only) 10:30-12 & 1:30-3	18 Job Club 1- 2 Choosing a Successful Attitude 2-3p Open Lab 3-4	19 Open Lab 11-12	20 ISA 8:30-10 Exec Job Club 10-10:45 Tips for Finding and Getting Government Jobs 1-230p	21 Open Lab 10:00-12
22 23	24 Open Lab (Clients Only) 10:30-12 & 1:30-3	25 Job Club 1- 2 Open Lab 3-4 Employment Networking 4-5p	26 Open Lab 11-12	27 Exec Job Club 10-10:45 When Does the Interview Really Start? 1-2p	28 Open Lab 10:00-12
29 30	31 Career Center Closed Memorial Day		WORKSHOP Registrations Call 928-679-7400 or 1-877-358-6714		